



1109 South 16th • Fort Smith, Arkansas • 72901 • (479)785-2651 • Fax (479) 785-1964

**TRAVEL SHEET FOR
WIOA PARTICIPANTS**

PARTICIPANT: _____ CAREER ADVISOR: _____
 TRAINING
 SITE: _____ PAY PERIOD FROM: _____ TO: _____

SIGNATURES MUST BE IN INK --- NO WHITE OUT CAN BE USED

Draw a single line through incorrect information and initial changes made. Write correct information beside initials. Review days for accuracy. Travel sheets must be completed with required legible signature.

PARTICIPANT SIGNATURE	DATE	INSTRUCTOR/SUPERVISOR SIGNATURE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

CAREER ADVISOR SIGNATURE: _____

DO NOT WRITE IN THIS SPACE				
PROGRAM	RATE:	DAYS ATTENDED	MILES PER DAY	AMOUNT PAID
	\$.54 PER MILE			

**WESTERN ARKANSAS PLANNING AND DEVELOPMENT DISTRICT
CLIENT PAY SCHEDULE**

PAY PERIOD BEGINS	PAY PERIOD ENDS	TIME SHEET DUE	CHECK MAILED
(mail time sheets)			
October 20, 2019	November 2, 2019	November 5, 2019	November 14, 2019
November 3, 2019	November 16, 2019	November 19, 2019	November 28, 2019
November 17, 2019	November 30, 2019	December 3, 2019	December 12, 2019
December 1, 2019	December 14, 2019	December 17, 2019	December 26, 2019
December 15, 2019	December 28, 2019	December 31, 2019	January 9, 2020
December 29, 2019	January 11, 2020	January 14, 2020	January 23, 2020
January 12, 2020	January 25, 2020	January 28, 2020	February 6, 2020
January 26, 2020	February 8, 2020	February 11, 2020	February 20, 2020
February 9, 2020	February 22, 2020	February 25, 2020	March 5, 2020
February 23, 2020	March 7, 2020	March 10, 2020	March 19, 2020
March 8, 2020	March 21, 2020	March 24, 2020	April 2, 2020
March 22, 2020	April 4, 2020	April 7, 2020	April 16, 2020
April 5, 2020	April 18, 2020	April 21, 2020	April 30, 2020
April 19, 2020	May 2, 2020	May 5, 2020	May 14, 2020
May 3, 2020	May 16, 2020	May 19, 2020	May 28, 2020
May 17, 2020	May 30, 2020	June 2, 2020	June 11, 2020
May 31, 2020	June 13, 2020	June 16, 2020	June 25, 2020
June 14, 2020	June 27, 2020	June 30, 2020	July 9, 2020
June 28, 2020	July 11, 2020	July 14, 2020	July 23, 2020
July 12, 2020	July 25, 2020	July 28, 2020	August 6, 2020
July 26, 2020	August 8, 2020	August 11, 2020	August 20, 2020
August 9, 2020	August 22, 2020	August 25, 2020	September 3, 2020
August 23, 2020	September 5, 2020	September 8, 2020	September 17, 2020
September 6, 2020	September 19, 2020	September 22, 2020	October 1, 2020
September 20, 2020	October 3, 2020	October 6, 2020	October 15, 2020
October 4, 2020	October 17, 2020	October 20, 2020	October 29, 2020
October 18, 2020	October 31, 2020	November 3, 2020	November 12, 2020
November 1, 2020	November 14, 2020	November 17, 2020	November 26, 2020
November 15, 2020	November 28, 2020	December 1, 2020	December 10, 2020
November 29, 2020	December 12, 2020	December 15, 2020	December 24, 2020
December 13, 2020	December 26, 2020	December 29, 2020	January 7, 2021

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IMPORTANT INFORMATION:

TIMESHEETS MUST BE IN THE WAPDD OFFICE NO LATER THAN NOON ON THE TUESDAY FOLLOWING THE END OF THE PAY PERIOD.

LATE TIMESHEETS WILL NOT BE PAID UNTIL THE NEXT PAY PERIOD.

COMPLETED, SIGNED IN INK, TIME SHEETS

MUST BE MAILED (IF NOT HAND DELIVERED) TO: WAPDD

1109 South 16th Street

Fort Smith, AR 72901

IF ADDITIONAL INFORMATION IS NEEDED, PLEASE CONTACT YOUR CAREER ADVISOR

AT WAPDD AT (479) 785-2651

Office Hours: Monday - Friday 8:00 A.M. - 4:30 P.M.

*** Due to holidays paychecks will be mailed early. Please make sure to have timesheets in earlier on these dates.**